



SAN DIEGO POLICE DEPARTMENT - PERMITS AND LICENSING
1400 'E' STREET, MS-735, SAN DIEGO, CA 92101
(619) 531-2250



SECONDHAND DEALER - TANGIBLE PROPERTY

San Diego Municipal Code, Section 33.0101(c), states you must have a valid police permit to operate a business designated as police regulated. You are responsible for being familiar with and complying with the rules and regulations related to Secondhand Dealers. Copies of the Secondhand Dealer Ordinance and General Divisions for police regulated activities may be obtained from the City Clerk's office located at 202 C Street, 2nd Floor, Ph. # (619) 533-4000 or via the City's website: [www.sannet.gov/\(Department, City Clerk, Documents, Municipal Code\) SDMC Chapter 3, Article 3, Division 11 and Divisions 1-5](http://www.sannet.gov/(Department, City Clerk, Documents, Municipal Code) SDMC Chapter 3, Article 3, Division 11 and Divisions 1-5).

PROVIDE ALL OF THE FOLLOWING WHEN APPLYING FOR THE ABOVE MENTIONED POLICE PERMIT

INCOMPLETE APPLICATION PACKETS WILL NOT BE ACCEPTED

- **POLICE PERMIT APPLICATION and BUSINESS ADDENDUM** - Each corporate officer, partner, and/or the person responsible for the day to day operations of the business is deemed an applicant and must provide an application. An applicant who is a corporation or partnership shall designate one of its officers or general partners to act as its Responsible Managing Officer (RMO). On behalf of the corporate officers and partners, the RMO may complete, sign and submit the Business Addendum. A criminal records check will be made on each applicant. A thirty (30) calendar-day investigation period begins at the time the complete application is submitted. Applications must be submitted in person and may be submitted by the RMO.
- **BUSINESS TAX CERTIFICATE** can be obtained from the San Diego City Treasurer's Office, 1200 Third Avenue (1st Floor), San Diego, CA 92101, Phone (619) 615-1500.
- **LEASE/RENTAL AGREEMENT or PROOF OF OWNERSHIP** - A current copy of your lease/rental agreement and amendments for the property where the business is to be conducted or proof of ownership.
- **LIMITED PARTNERSHIP (IF APPLICABLE)** - A copy of the limited partnership's certificate filed with the County Clerk.
- **ARTICLES OF INCORPORATION (IF APPLICABLE)** - A current copy and amendments of the State of California Articles of Incorporation must be submitted if a corporation is applying.
- **STATE OF CALIFORNIA APPLICATION FOR SECONDHAND DEALER** - A completed State of California Application for Secondhand Dealer must be submitted along with a separate business check, money order or cashier's check in the amount of \$195.00, made payable to the Department of Justice (see attached).
- **Copy of current Registered Fictitious Business Name - Recorder/County Clerk**
1600 Pacific Highway, Rm 260 (619) 237-0502
- **LIVE SCAN FINGERPRINTS** are required for all new applicants. Fill out the attached "Request for Live Scan Service" form (DOJ version) and bring it with you to the Live Scan agency. (See attached list of locations.) The completed "Request for Live Scan Service" form is valid for only thirty (30) from the date your fingerprints were taken. After thirty (30) days you will be required to re-do your Live Scan fingerprints.
- **IDENTIFICATION** - A current U.S. government issued photo identification card (i.e. Driver's License or Military I.D.) is required.
- **INVESTIGATION and REGULATORY FEES** - Cash, checks, money orders or cashier's checks payable to "City Treasurer" will be accepted for payment. No third party or out of state checks will be accepted. The investigation fee covers the cost of investigating and processing the application and is non-refundable.

Regulatory Fee: \$123.00

Investigative Fee: \$104.00 (Per applicant)

Total: \$227.00 Total is subject to change depending on the number of applicants applying.

NOTE: The granting of a police permit does not relieve the applicant from obtaining all appropriate approvals required by the City of San Diego, State, or Federal law. The granting of a permit does not relieve a permittee from the permittee's obligation to comply with all applicable Local, State, and Federal laws, including those related to building, zoning, fire, and other public safety regulations. The granting of a police permit does not vest any development rights in the property or business (SDMC 33.0309). In order to legally operate your business and to establish that your business location is suitable, it is **strongly recommended** that you first obtain the following: **ZONING APPROVAL** - San Diego Development Services, 1222 First Avenue, 3rd Floor, San Diego, CA 92101, Ph No.: (619) 446-5000.



SAN DIEGO POLICE DEPARTMENT - PERMITS AND LICENSING
1400 'E' STREET, MS-735, SAN DIEGO, CA 92101
Telephone No.: (619) 531-2250



APPLICATION

TYPE OF PERMIT: _____

☐ Owner ☐ Employee ☐ Partner ☐ Corporate Officer ☐ LLC

Date of Birth: _____ Driver's License/ID #: _____ State: _____

Applicant's Full Name: _____

Other Names Used: (Maiden, Alias, Etc.) _____ Stage Name: _____

Residence Address: _____ City, State, Zip: _____

Mailing Address: _____ City, State, Zip: _____

Res. Ph. () _____ Bus. Ph. () _____ Cell Ph. () _____ Fax () _____

Internet Web Site Address/Auction Site User Name: _____

Soc. Sec. #: _____ Place of Birth: _____

Eyes: _____ Hair: _____ Height: _____ Weight: _____ Race: _____ Sex: _____

Business Where Applicant Expects to be Employed:

Business Name: _____ D.B.A.: _____

Business Address: _____ City, State, Zip: _____

1. List previous residence addresses for the last five (5) years:

	Complete Addresses last five years	Year Date From	Year Date To
1			
2			
3			
4			
5			

FOR OFFICE USE ONLY

App. Date: _____ Permit Number: _____ Received by: _____ ☐ Live Scan Rec: _____

Records Check: _____
Initials/ID #

☐ RI01 ok or _____

Approving PCCO: _____ Date: _____

2. List previous occupations, places of employment and/or schooling for the last five (5) years.

1	PLACE OF EMPLOYMENT	OCCUPATION	
	ADDRESS & PHONE	DATE FROM	DATE TO
2	PLACE OF EMPLOYMENT	OCCUPATION	
	ADDRESS & PHONE	DATE FROM	DATE TO
3	PLACE OF EMPLOYMENT	OCCUPATION	
	ADDRESS & PHONE	DATE FROM	DATE TO
4	PLACE OF EMPLOYMENT	OCCUPATION	
	ADDRESS & PHONE	DATE FROM	DATE TO
5	PLACE OF EMPLOYMENT	OCCUPATION	
	ADDRESS & PHONE	DATE FROM	DATE TO

3. List similar permits or licenses issued by any agency or board, or any city, county, state or federal agency in the past five (5) years. IF NONE, INITIAL HERE:

	TYPE OF LICENSE	LICENSE NUMBER	DATES HELD	CITY AND STATE
1.				
2.				
3.				

4. Have you ever had any permit or license issued by any agency or board, or any city, county, state or federal agency suspended or revoked? Yes () No ()

If yes, please complete below:

	CITY/STATE	DATE OF SUSPENSION OR REVOCATION	REASON
1.			
2.			
3.			

5. List all criminal convictions, except traffic convictions. Include pleadings of guilty to a lesser charge in satisfaction of, or as a substitute for, an original charge, and pleadings of *nolo contendere*. Expunged convictions must be listed per California Penal Code section 1203.4(a).

IF NONE, INITIAL HERE: _____

	CHARGE	DATE CONVICTED	LOCATION OF COURT
1			
2			
3			
4			
5			
6			

APPLICANTS: The right of reasonable inspection shall be a condition for issuance of a police permit. If a permit is issued, representatives of the police department shall have access to the business premises during normal business hours, which may include entry into the non-public portion of the business.

It is the responsibility of the permit holder to renew the permit no later than ten (10) calendar days after the expiration date on the permit. Failure to renew on time will result in penalty fee of \$25.00 plus 10% of the regulatory fee. If a renewal is not completed with all fees and penalties paid within thirty (30) days after the permit expiration date, the permit expires and business operations, occupations, or activities allowed by the permit must cease. A permittee must then begin the application process as a new applicant (Section 33.0308 of the San Diego Municipal Code).

I declare under penalty of perjury that the statements made on this application, including accompanying documents, are true, complete and correct to the best of my knowledge and belief. I understand that any false statements or information are grounds for denial of this application or loss of licensure and that I may be subject to prosecution per section 11.0401(b) of the San Diego Municipal Code.

I AM AWARE THAT THE INVESTIGATION FEE IS NON-REFUNDABLE. I AM AWARE THAT I AM RESPONSIBLE FOR BEING FAMILIAR WITH AND COMPLYING WITH THE RULES AND REGULATIONS RELATED TO THE POLICE REGULATED BUSINESS OR OCCUPATION FOR WHICH I AM APPLYING. I AM AWARE THAT THE GRANTING OF A POLICE PERMIT DOES NOT RELIEVE ME FROM OBTAINING PERMITS OR APPROVALS REQUIRED BY THE CITY OF SAN DIEGO OR STATE OR FEDERAL LAW. I AM AWARE THAT THE GRANTING OF A POLICE PERMIT DOES NOT RELIEVE ME FROM COMPLYING WITH ALL APPLICABLE LOCAL, STATE, AND FEDERAL LAWS, INCLUDING THOSE RELATED TO BUILDING, ZONING, AND FIRE, AND OTHER PUBLIC SAFETY REGULATIONS. I AM AWARE THAT THE GRANTING OF A POLICE PERMIT DOES NOT VEST ANY DEVELOPMENT RIGHTS IN THE PROPERTY OR BUSINESS.

APPLICANT'S SIGNATURE

DATE OF APPLICATION

PLEASE BE ADVISED THE INFORMATION YOU PROVIDE ON YOUR APPLICATION MAY BE SUBJECT TO PUBLIC DISCLOSURE PER THE CALIFORNIA PUBLIC RECORDS ACT.



Police Permit Application
BUSINESS ADDENDUM

SAN DIEGO POLICE DEPARTMENT

1400 'E' STREET • M.S. 735 • SAN DIEGO, CA 92101

PLEASE COMPLETE ALL SECTIONS IF APPLICABLE
(TYPE OR PRINT LEGIBLY)



TYPE OF PERMIT: _____ LOCATION: _____

☐ Sole Owner ☐ Partnership ☐ Corporation ☐ LLC

Business Name: _____ D.B.A. _____

Business Address: _____ City & Zip: _____

Mailing Address: _____ City & Zip: _____

Business Tax Certificate # _____

LIST ALL FICTITIOUS NAMES THE BUSINESS WILL OPERATE OR ADVERTISE UNDER:

	FICTITIOUS NAME	PHONE #
1		
2		
3		
4		

IF APPLICANT IS A CORPORATION:

NAME OF CORPORATION AS SHOWN IN ARTICLES OF INCORPORATION OR CHARTER	DATE OF INCORPORATION	STATE OF INCORPORATION

NAMES AND RESIDENCE ADDRESSES OF EACH CURRENT CORPORATE OFFICER AND DIRECTOR:

NAME	RESIDENCE ADDRESS	TITLE
		PRESIDENT
		VICE PRESIDENT
		SECRETARY
		TREASURER

FOR OFFICE USE ONLY

DATE FILED:			
RECEIVED BY:			
DEVELOPMENT SERVICES - ZONING		FIRE & LIFE SAFETY DEPARTMENT	
APPROVED BY:		APPROVED BY:	
DATE:	PHONE:	DATE:	PHONE:
APPROVING OFFICER:		DATE:	

IF PARTNERSHIP, LIST NAME AND RESIDENCE ADDRESS OF EACH PARTNER, INCLUDING LIMITED PARTNERS:

NAME	RESIDENCE ADDRESS	TITLE

LIST FULL TRUE NAME AND ANY OTHER NAMES USED BY THE OWNERS AND ANY PERSONS WHO EXERCISE CONTROL OVER THE OPERATION, MANAGEMENT, DIRECTION OR POLICY OF THE BUSINESS, OR WHO ARE RESPONSIBLE FOR THE DAILY OPERATION OF THE BUSINESS:

	FULL NAME	TITLE
1		
2		
3		
4		
5		

APPLICANT'S PREMISES ARE ☐ OWNED ☐ LEASED/RENTED

IF RENTED OR LEASED, PLEASE PROVIDE THE NAME AND ADDRESS OF THE PROPERTY OWNER(S):

PROPERTY OWNER'S NAME	PROPERTY OWNER'S ADDRESS	PHONE #

APPLICANTS: The right of reasonable inspection shall be a condition for issuance of a police permit. If a permit is issued, representatives of the police department shall have access to the business premises, during normal business hours, which may include entry into the non-public portion of the business.

It is the responsibility of the permit holder to renew the permit no later than ten (10) calendar days after the expiration date on the permit. Failure to renew on time will result in penalty fees. If a renewal is not complete with all fees and penalties paid within thirty (30) days after the permit expiration date, the permit expires and business operations, occupations, or activities allowed by the permit must cease. A permittee must then begin the application process as a new applicant. (Section 33.0308 of the San Diego Municipal Code)

I declare under penalty of perjury that the statements made on this application, including accompanying documents, are true, complete and correct to the best of my knowledge and belief. I understand that any false statements are grounds for denial of this application or loss of licensure and that I may be subject to prosecution per section 11.0401(b) of the San Diego Municipal Code.

I AM AWARE THAT THE APPLICATION FEE IS NON-REFUNDABLE. I AM AWARE THAT I AM RESPONSIBLE FOR BEING FAMILIAR WITH AND COMPLYING WITH THE RULES AND REGULATIONS RELATED TO THE POLICE REGULATED BUSINESS OR OCCUPATION I AM APPLYING FOR. I AM AWARE THAT THE GRANTING OF A POLICE PERMIT DOES NOT RELIEVE ME FROM OBTAINING PERMITS OR APPROVALS REQUIRED BY THE CITY OF SAN DIEGO, OR STATE OR FEDERAL LAW. I AM AWARE THAT THE GRANTING OF A POLICE PERMIT DOES NOT RELIEVE ME FROM COMPLYING WITH ALL APPLICABLE LOCAL, STATE, AND FEDERAL LAWS, INCLUDING THOSE RELATED TO BUILDING, ZONING, AND FIRE, AND OTHER PUBLIC SAFETY REGULATIONS. I AM AWARE THAT THE GRANTING OF A POLICE PERMIT DOES NOT VEST ANY DEVELOPMENT RIGHTS IN THE PROPERTY OR BUSINESS.

APPLICANT'S SIGNATURE

DATE OF APPLICATION

RESPONSIBLE PERSON COMPLETING APPLICATION IF NOT APPLICANT - PRINT & SIGN

TITLE/POSITION

**San Diego Police Department
Police Permits & Licensing
Pawnbroker / Secondhand Dealer / Junk Dealer
Rules and Regulations**

**IT IS YOUR RESPONSIBILITY TO BE FAMILIAR AND COMPLY WITH ALL SAN
DIEGO MUNICIPAL AND STATE CODES APPLICABLE TO YOUR POLICE-
REGULATED BUSINESS.**

I understand the following local and state codes apply to the lawful operation of my business. I also understand how to obtain copies of these laws.

San Diego Municipal Codes can be located on the internet at www.sandiego.gov /(Department, City Clerk, Documents, Municipal Code) SDMC Chapter 3, Article 3, Division 11 and Divisions 1-5)

California Business & Professions Code, Financial Code and Penal Code can be located on the internet at www.leginfo.ca.gov then click onto "California Law".

- San Diego Municipal Codes applicable to pawnbrokers, secondhand dealers and junk dealers. (sections 33.11.01-33.1106)
- Business and Professions Codes applicable to pawnbroker/secondhand dealer (sections 21600-21609, 21625-21647, 475-499)
- Penal Codes applicable to pawnbroker/secondhand dealer (sections 1407-1413, 484.1, 496, 496a, 537e,)
- Instructions for completing the JUS 123 reporting form for pawnbroker/secondhand dealer. (Included in application packet)

If I have any questions regarding the laws that pertain to my police-regulated business, I understand that I may schedule an interview with a police code compliance officer.

I understand it is my responsibility to become familiar with the laws and regulations governing the operation of a pawnbroker/secondhand dealer. Any further questions may be directed to the Police Permits & Licensing Unit at (619) 531-2250.

Signature _____

Date _____

PD-2038

Rev. 10/11/07 BSP

G:\Permits & Licensing\APPLICATIONS PACKETS 2009\Second Hand Dealer\pawnbroker secondhand dealer rules and regulations.doc

**INSTRUCTIONS FOR COMPLETING
THE PAWNBROKER / SECONDHAND DEALER REPORT
JUS 123 FORM**

Every licensed dealer must complete a JUS 123 form for each item of tangible personal property purchased, taken in trade, taken in pawn or accepted for sale on consignment. All information must be legible, accurate, complete and prepared in English.

You must be reasonably sure that the person you are receiving property from has the legal right to sell or deliver it.

Use one of the following documents to verify the identity of the intended seller or pledgor, provided the document is currently valid or has been issued within five (5) years.

1. A passport of the United States.
2. A driver's license issued by any state or Canada.
3. An identification card issued by any state.
4. An identification card issued by the United States.
5. A passport from any other country in addition to another item of identification bearing an address.

Refer all questions on completing this form to your local law enforcement agency.

CUSTOMER INFORMATION

Customer's Name – Please print clearly LAST name first, then FIRST name, and MIDDLE name last.

Personal Description:

Sex Box – Indicate “M” for Male or “F” for Female for SEX notation.

Race Box – Select one of the following race codes that best describes the pledgor or seller – “W” (White), “B” (Black), “H” (Mexican/Hispanic or Latin), “I” (American Indian), “A” (Asian), “O” (Other).

Hair Box – Select one of the following hair color codes – “BLK” (Black), “BRO” (Brown), “BLN” (Blond), “Bal” (Bald), “GRY” (Gray), “RED” (Red), “WHT” (White).

Eyes Box – Select one of the following eye color codes – “BLK” (Black), “BLU” (Blue), “BRO” (Brown), “GRY” (Gray), “HAZ” (Hazel), “GRN” (Green).

Height Box – Indicate pledgor or seller's height in feet and inches.

Weight Box – Indicate pledgor or seller's weight in pounds.

Birthdate Box – Indicate pledgor or seller's birthday by six (6) numeric characters of month, day and year (i.e. 12/23/84).

**INSTRUCTIONS FOR COMPLETING
THE PAWNBROKER / SECONDHAND DEALER REPORT
JUS 123 FORM**

Driver's License Number or Other Identification – List the pledgor or seller's license number or other identification, the state of issuance, the date of issuance or the year of expiration of the driver's license.

Address – Indicate the pledgor or seller's residence, city, state and zip code.

STORE INFORMATION

Store License Number – Enter the hyphenated eight (8) character number shown on your pawnbroker / secondhand dealer license in the box.

Police Division – If your business is located within the jurisdiction of a large law enforcement agency, contact that agency for instructions on what to enter; otherwise, leave blank.

Store Name and Address – Indicate your business name, address, city, state and zip code.

ITEM INFORMATION

Article, Brand Name, Serial Number, Model – Enter the information specified in the appropriate spaces. Enter owner-applied number or inscriptions appearing on an item in the PROPERTY DESCRIPTION block. If no serial number, leave this space blank.

Property Description – Must include size, color, material, etc. "Scrap gold" and "scrap silver" are not acceptable descriptions. However, "gold ring mounting" and "sterling silver flatware" are examples of acceptable descriptions.

TRANSACTION

Transaction Date – Indicate current month, day and year.

Loan Buy Number – This number must be unique for each transaction and should not be duplicated.

Time – Indicate the time of the transaction and check the appropriate AM or PM box.

Amount – Place the transaction amount of the article.

Transaction – Check the appropriate transaction type: pawn, buy, consignment or trade.

**INSTRUCTIONS FOR COMPLETING
THE PAWNBROKER / SECONDHAND DEALER REPORT
JUS 123 FORM**

FIREARMS ONLY

Firearms – If a firearm is taken in pledge or purchased, enter the information specified in the FIREARMS ONLY spaces. Do not enter firearms in the ITEM spaces.

Customer's Signature – Form must be signed by the person offering the property.

Store Person's Signature – Form must be legibly signed by the person accepting the property.

Customer's Right Thumb Print – Required on the original report. (may be on back or front)

Voided receipt forms must be retained in your files, and if required, copies must be submitted to your local law enforcement agency.

**NOTICE – Falsification of information may lead to criminal prosecution,
loss of license, or both.**

ORDERING FORMS: Pawnbrokers / Secondhand Dealers Reporting Forms (JUS 123) are available in multiples of approximately 400 slips at a cost of \$24.95. Address orders to and make checks payable to Department of Justice:

**Department of Justice
Secondhand Dealer/Pawnbroker Licensing Unit
Attn: Room G257
P.O. Box 903387
Sacramento, CA 94203-3870
Mathew Parra
916-227-3688**

Please affix your Secondhand Dealer/Pawnbroker License number on the check.

**INSTRUCTIONS FOR COMPLETING
THE PAWNBROKER / SECONDHAND DEALER REPORT
JUS 123 FORM**

PLEASE PRINT CLEARLY		PAWNBROKER/SECONDHAND DEALER REPORT										WHITE COPIES-LAW ENFORCEMENT/YELLOW-DOJ/PINK-DEALER										JUS 123 (7/88)												
C U S T O M E R	LAST NAME										FIRST NAME										MIDDLE NAME													
	SEX		RACE		HAIR		EYES		HEIGHT		WEIGHT		BIRTHDATE		MO		DAY		YEAR		TRANSACTION DATE		MO		DAY		YEAR							
	DRIVERS LICENSE NO. OR OTHER I.D.										STATE		DATE OF ISSUANCE										VR. OF EXP.		LOAN/BUY NUMBER									
	ADDRESS/CITY/STATE																																	
	TIME AM PM AMOUNT \$																																	
S T O R E	LICENSE NUMBER										POLICE DIVISION										TRANSACTION: PAWN <input type="checkbox"/> BUY <input type="checkbox"/> COMMON <input type="checkbox"/> TRADE <input type="checkbox"/> MAKE													
	NAME																																	
	ADDRESS/CITY																																	
	ARTICLE										BRAND NAME										MODEL													
	SERIAL NO.										MODEL										SERIAL NO.													
I S S U E	PROPERTY DESCRIPTION (OOD, BROWNING, G&S, G&S, H&M, etc.)																																	
	CHECK ONE CHECK ONE																																	
	HANDGUN <input type="checkbox"/> (PISTOL)										REVOLVER <input type="checkbox"/> SEMI AUTOMATIC <input type="checkbox"/> BOLT ACTION <input type="checkbox"/> LEVER ACTION <input type="checkbox"/> PUMP <input type="checkbox"/> SINGLE SHOT <input type="checkbox"/> DBL BARREL <input type="checkbox"/> OVER/UNDER <input type="checkbox"/>																							
	RIFLE <input type="checkbox"/>										SHOTGUN <input type="checkbox"/>																							
	ONLY																																	
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>CUSTOMER'S SIGNATURE I certify under penalty of perjury that to my knowledge and belief the information above is true and complete and I am the owner, or have the authority of the owner, to sell or pledge the property.</p> </div> <div style="width: 45%;"> <p>STORE PERSON'S SIGNATURE</p> </div> </div>																																		

CUSTOMER'S RIGHT THUMB PRINT REQUIRED ON BACK OF ORIGINAL



THE CITY OF SAN DIEGO
MAYOR JERRY SANDERS

IN REPLYING
PLEASE GIVE
OUR REF. NO
39913

March 11, 2008

Dear Secondhand Dealers and Recyclers:

San Diego Municipal Code Section 33.1104 prohibits any pawnbroker, secondhand dealer, or junk dealer from selling or otherwise disposing of any article within thirty days of receipt of (except to the pledgor), except upon approval of the Chief of Police. As of the date of this letter, the only non-tangible items you are required to hold for this thirty-day period are listed below:

Audio Cassettes ¹	DVDs ¹	Skateboards
Aluminum (not cans)	Fishing Poles	Stainless Steel
Back Packs	Golf Clubs	Stamp Collections
Briefcases	Knives	Text Books ³
Comic Books ³	Nickel	Tool Boxes
Compact Discs ¹	Non-ferrous Materials	Video Tapes ¹
Computer Chips	Pallets (identifying marks)	Video Games ¹
Computer Software ¹	Portable Radios	Walkman
Construction Materials	Railroad Equipment	Wet Suits
Copper Wire	Rare Sports Cards ²	

¹ Compact discs, video tapes, DVDs, computer software, video games, and audiocassettes that are new and still in the manufacturer's packaging. More than ten (10) items presented for sale within the same day by the same person.

² Sport cards with a documented estimated value in excess of \$75.00. Comic books with a documented estimated value in excess of \$75.00.

³ Current textbooks with a copyright of three (3) years must be held for a ten (10) day period.

This letter does not in anyway change your obligation to hold tangible items for thirty days, as required by state law. (Business and Professions Code Section 21636). This list will be updated as the need arises. Additionally, should the need arise; you may be notified by telephone of additional item(s) that are to be held. This telephonic notification will be followed by a revised written list. If you have any question, please contact Police Code Compliance Officers at (619) 531-2250.

Sincerely,

Minerva Ramos, Police Code Compliance Supervisor
Vice/Permits & Licensing Unit



CITY OF SAN DIEGO POLICE DEPARTMENT
PERMITS & LICENSING UNIT M/S 735
1401 BROADWAY, SAN DIEGO, CA 92101-5729
PHONE: (619) 531-2250 FAX: (619) 531-2177

Live Scan Fingerprint Information

Municipal Code §33.0304 - Applicant and Employees to Furnish Fingerprints and Photographs

For the purpose of investigation and for regulation of the occupation or business during the time it is licensed, applicants, *responsible persons*, managers, or *employees* may be required to furnish their fingerprints and photographs. ***Fingerprints must be taken by a governmental agency.*** The *Chief of Police* shall forward the fingerprints to the Identification Division of the State of California, Department of Justice, or the Federal Bureau of Investigation, for identity confirmation and criminal histories.

The following are acceptable US Governmental Agencies located in San Diego County:

CHULA VISTA

Chula Vista Police Department
315 Fourth Street
Chula Vista, CA 92010
(619) 409-5954
M - F (8am-12pm) **Appointments Only**
M - F (1pm-4pm) **Appointments Only**
www.chulavistapd.org

LA JOLLA

UCSD Police Department
9500 Gilman Dr #0017
La Jolla, CA 92093
(858) 534-4361 **Appointments Only**
M - F 9am-3pm

SAN DIEGO

San Diego City Schools Police Services/EOC Bldg
4100 Normal St
San Diego, CA 92103-2682
(619) 725-7015 **Appointments**
(619) 725-7014 (Information)
T - F (8:30am-1pm) **Walk In**
T - F (2pm-4pm) **Appointments Only**
Not open to general public on Monday's
Closed School Holidays

SAN DIEGO - LSID X54/ML1

San Diego Community College Police
1536 Frazee Road, 1st Floor
San Diego, CA 92108
Contact: (619) 388-6416
M-Th (7:30am-5pm) **Wlk**
F (7:30am-12 noon) **Wlk**
E-mail address: dpicou@sdcc.edu

ESCONDIDO

Escondido Police Department
700 W Grand Ave
Escondido, CA 92025
Contact: (760) 839-4431
M - F (9:00am-3:30pm) **Appointments Only**

LA MESA

La Mesa Police Department (Storefront)
6119 Lake Murray Blvd
La Mesa, CA 91942
(619) 667-1342
M, T, W (10am-4pm) **Appointments/Walk In**
Th, F (9am-3pm) **Appointments/Walk In**

SAN DIEGO

San Diego State University
5500 Campanile Dr
SSE-1410
San Diego, CA 92182
(619) 594-3193
M - F (8am-4pm) **Appointments Only**

REQUEST FOR LIVE SCAN SERVICE

Applicant Submission

ORI: CA0349400 Type of Application: (check one) ☐ Employment ☒ License, Certification, Permit ☐ Volun
Code assigned by DOJ

Job Title or Type of License, Certification or Permit: (Check one) ☒ Secondhand Dealer ☐ Pawnbroker

Agency Address Set Contributing Agency:

DOJ/BCIA Secondhand Dealer/Pawnbroker Unit

Agency authorized to receive criminal history information

05467

Mail Code (five-digit code assigned by DOJ)

P.O. Box 903387

Street No. Street or PO Box

N/A

Contact Name (Mandatory for all school submissions)

Sacramento

CA

94203-3870

City

State

Zip Code

(916) 227-3688

Contact Telephone No.

Name of Applicant: _____

(Please print)

Last

First

MI

AKA's: _____
Last First

CDL No. _____

DOB: _____ SEX: ☐ Male ☐ Female

Misc. No. BIL - Applicant to pay at site
Agency Billing Number (if applicable)

HT: _____ WT: _____

Misc. No. _____

EYE Color: _____ HAIR Color: _____

Home Address: (Applies only if Youth Org/MRA or Public Utility submission)

POB: _____

Street or PO Box

SOC: _____

City, State and Zip Code

Your Number: _____
OGA No. (Agency Identifying No.)

Level of Service ☐ DOJ ☐ FBI

If resubmission, list Original ATI No. _____

Employer: (Additional response for Department of Social Services, DMV/CHP licensing, and Department of Corporations-submissions only)

N/A

Employer Name

N/A

N/A

Street No.

Street or PO Box

Mail Code (five digit code assigned by DOJ)

N/A

N/A

City

State

Zip Code

Agency Telephone No. (Optional)

Live Scan Transaction Completed By: _____ Date: _____

Name of Operator

Transmitting Agency

ATI No

Amount Collected/Billed

TO: CHIEF OF POLICE, SHERIFF AND PAWNBROKER APPLICANT(S)

THIS NOTICE IS TO BRING TO THE ATTENTION OF THE LICENSING AGENCY AND PAWNBROKER APPLICANT(S) THE CONDITIONS PRECEDENT TO THE ISSUANCE OR RENEWAL OF A PAWNBROKER'S LICENSE, OUTLINED IN FINANCIAL CODE SECTIONS 21303 AND 21304 BELOW:

21303.(a) As a condition precedent to the issuance or renewal of a pawnbroker's license the applicant shall file a pawnbroker's two-year nonrevokable surety bond with the issuing authority, in the sum of twenty thousand dollars (\$20,000). The pawnbroker's bond required by this article shall be executed by an admitted surety in favor of the State of California and shall be filed by the applicant with the licensing authority.

(b) The bond shall be for the benefit of pledgors of pledged property when the property is not available for redemption, due to the criminal negligence, criminal malfeasance, or other criminal conduct of the pawnbroker, and the pledgor has complied with the conditions precedent to redemption under the terms of the loan contract. The pledgor has the burden of establishing by clear and convincing evidence that all conditions precedent to redemption under the terms of the loan contract have been performed.

21304.(a) As a condition precedent to the issuing of a pawnbroker's license, the applicant shall file with the issuing authority a financial statement confirming that the applicant has at least one hundred thousand dollars (\$100,000) in the form of liquid assets readily available for use in each licensed business for which the application is made, not including real property or in the absence of one hundred thousand dollars (\$100,000), an applicant may post a nonrevokable surety bond in the amount of one hundred thousand dollars (\$100,000) or the applicant may, in lieu of posting a surety bond, deposit money, certificates, accounts, bonds or notes, as provided in Section 995.710 of the Code of Civil Procedure. The financial statement shall be filed by the applicant under penalty of perjury and signed by a California certified public accountant verifying that he or she has *reviewed* the financial statement.

(b) This section is not applicable to any person holding a secondhand dealer's license pursuant to Section 21641 or 21642 of the Business and Professions Code and who is actively engaged as a pawnbroker on the effective date of this section.

Application for Secondhand
Dealer or Pawnbroker License

JUS 125 (rev. 10/05)

APPLICATION FOR SECONDHAND DEALER OR PAWNBROKER LICENSE

A. TYPE OF APPLICATION: (Check the appropriate box)

- ☐ APPLICATION FOR SECONDHAND DEALER LICENSE (21641 B&P)
- ☐ APPLICATION FOR PAWNBROKER LICENSE (21300 FC)
- ☐ APPLICATION FOR RENEWAL:
- ☐ Secondhand Dealer License (21642 B&P) State License No.: _____
- ☐ Pawnbroker License (21301 FC) State License No.: _____

DOJ USE ONLY

RECEIVED: _____

ORI: _____

EST: _____

COMPLETED: _____

B. LICENSING AGENCY INFORMATION: (To be completed by licensing agency only)

LICENSING AGENCY: _____ DATE: _____

(Substation If Applicable)

LICENSING OFFICIAL: _____ PHONE: () _____

Name Title City ZIP Code

THE FOLLOWING SECTIONS ARE TO BE COMPLETED BY THE APPLICANT(S)

C. BUSINESS OWNER(S) : (Name of individual, partners, or corporate officers)

Name	Title	Home Phone
_____	_____	() _____
_____	_____	() _____
_____	_____	() _____

ATTACH ADDITIONAL SHEET IF NECESSARY. CHECK CIRCLE IF ADDITIONAL SHEET IS USED. ☐

D. BUSINESS INFORMATION:

BUSINESS NAME: _____ PHONE: () _____

BUSINESS OWNERSHIP: ☐ INDIVIDUAL ☐ PARTNERSHIP ☐ CORPORATION

(If corporate name differs from business name, complete the following)

CORPORATION NAME: _____ PHONE: () _____

E. OFF SITE STORAGE LOCATION:

WILL PROPERTY BELONGING TO THE BUSINESS BE STORED OFF THE BUSINESS PREMISES?

(Check) YES ☐ NO ☐

"If "yes," please provide the address location below:

Off Site Storage Street Address _____ City _____ ZIP Code _____

F. MULTIPLE SECONDHAND DEALER OR PAWNBROKER BUSINESSES:

DO ANY PARTIES TO THIS APPLICATION HAVE A FINANCIAL INTEREST IN ANY OTHER SECONDHAND DEALER OR PAWNBROKER BUSINESSES IN CALIFORNIA? (Check) YES ☐ NO ☐

"If "yes," please provide the Business Name, Address, City and State Assigned Secondhand Dealer or Pawnbroker License Number on an additional sheet of paper, and check circle if additional sheet is used. ☐

G. ADDITIONAL INFORMATION:

HAVE ANY PARTIES TO THIS APPLICATION EVER BEEN CONVICTED OF AN ATTEMPT TO RECEIVE STOLEN PROPERTY OR ANY OTHER PROPERTY RELATED CRIME? (Check) YES ☐ NO ☐

"If "yes," please provide the applicant's name, date and details of the arrest or conviction on an additional sheet of paper, and check the circle if additional sheet is used. ☐

H. CERTIFICATION:

"As the person responsible for completing the application for the business, I certify under the penalty of perjury that the information on this application is true and complete to the best of my knowledge."

SIGNATURE

TITLE

DATE